



# School EVAAS Administrator Accounts

This resource provides screen shots, instructions for common tasks, and important tips for individuals with school EVAAS administrator accounts.

Please email [educatoreffectiveness@dpi.nc.gov](mailto:educatoreffectiveness@dpi.nc.gov) with any questions.

## School Administrator Accounts

Each school in North Carolina has one school administrator account. The individual serving as school administrator maintains and manages accounts for school users.

UsersUsage ReportSend Email

[Create a New User](#) | [Active Users](#) | [Deactivated Users](#)

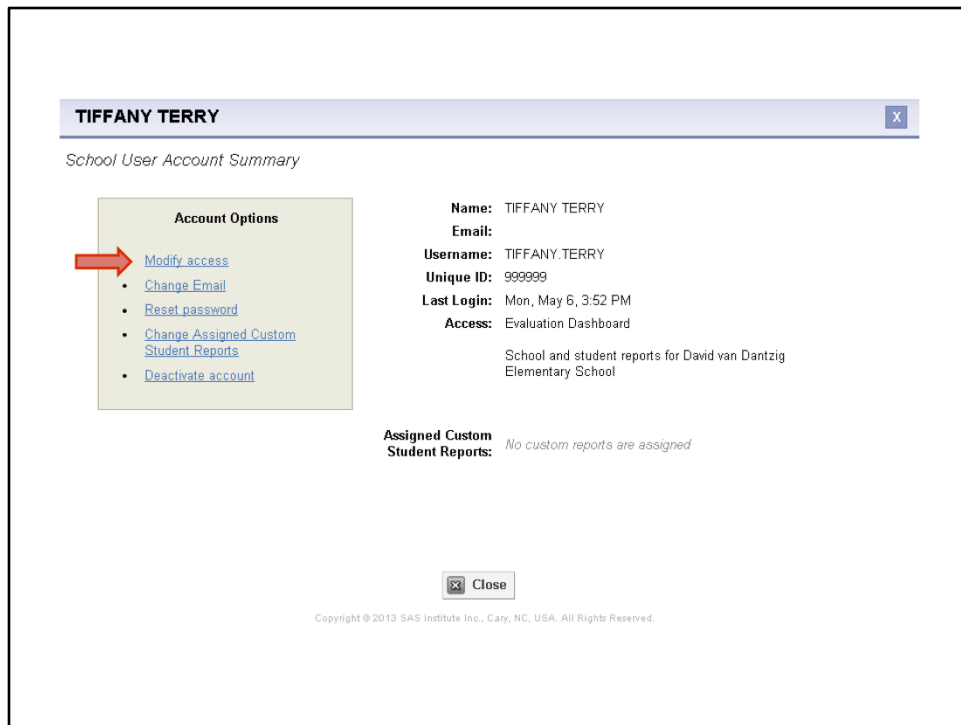
Modify Extra Permissions:

Active Users					
<input type="checkbox"/>	Name	Unique ID	Access at Own School	Access at Other School(s)	Extra Permissions
<input type="checkbox"/>	TERRY, TIFFANY	999999	School and student reports		Evaluation Dashboard

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This view is the default view when the school administrator logs in. He or she can access one of three tabs: users, usage report, and send email.

- The users tab provides a listing of each school user , as well as the name, UID, and rights and permissions of each school user.



From the “Users” tab, the school administrator can click on the name of a school user. From this screen, the school administrator can modify the user’s access (as indicated by the red arrow), change the email address for the user, reset the user’s password, change the custom student reports assigned to the user, or deactivate the user’s account.

**TIFFANY TERRY** [X]

*Modify Extra Permissions*

Unique ID: 999999

Evaluation Dashboard Teacher List ☐ **CAUTION: This grants access to Eval Dashboards of ALL (other) teachers**

No teacher reports: ☒

Individual Teacher Value Added ☐

School Teacher Summary ☐ **CAUTION: This grants the user access to Teacher Reports of ALL (other) teachers**

Previous Cancel Next

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Clicking on “Modify access” from the previous screen will allow the school administrator to change permissions and rights for the user.

- Giving a user access to the Evaluation Dashboard Teacher List will allow him or her to see the evaluation dashboards (ratings on Standards 1 – 6 of the NC Teacher Evaluation System) for every teacher in the school.
- Giving a user access to Individual teacher value added will allow him or her to see his or her own value-added data
- Giving a user access to the School Teacher Summary will allow him or her to see the value-added data for every teacher in the school who has such data.

UsersUsage ReportSend Email

 [Create a New User](#) | [Active Users](#) | [Deactivated Users](#)

Modify Extra Permissions:  [Update](#)

Active Users					
<input type="checkbox"/>	Name	Unique ID	Access at Own School	Access at Other School(s)	Extra Permissions
<input type="checkbox"/>	TERRY, TIFFANY	999999	School and student reports		Evaluation Dashboard

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A school administrator can create a new school user account by clicking “Create a New User” (as indicated by the red arrow).

**Create a New User** [X]

*Basic Information*

Title:

First Name:

Last Name:

Email:

Unique ID:

Evaluation Dashboard Teacher List ☐ **CAUTION: This grants access to Eval Dashboards of ALL (other) teachers**

No teacher reports: ☒

Individual Teacher Value Added ☐

School Teacher Summary ☐ **CAUTION: This grants the user access to Teacher Reports of ALL (other) teachers**

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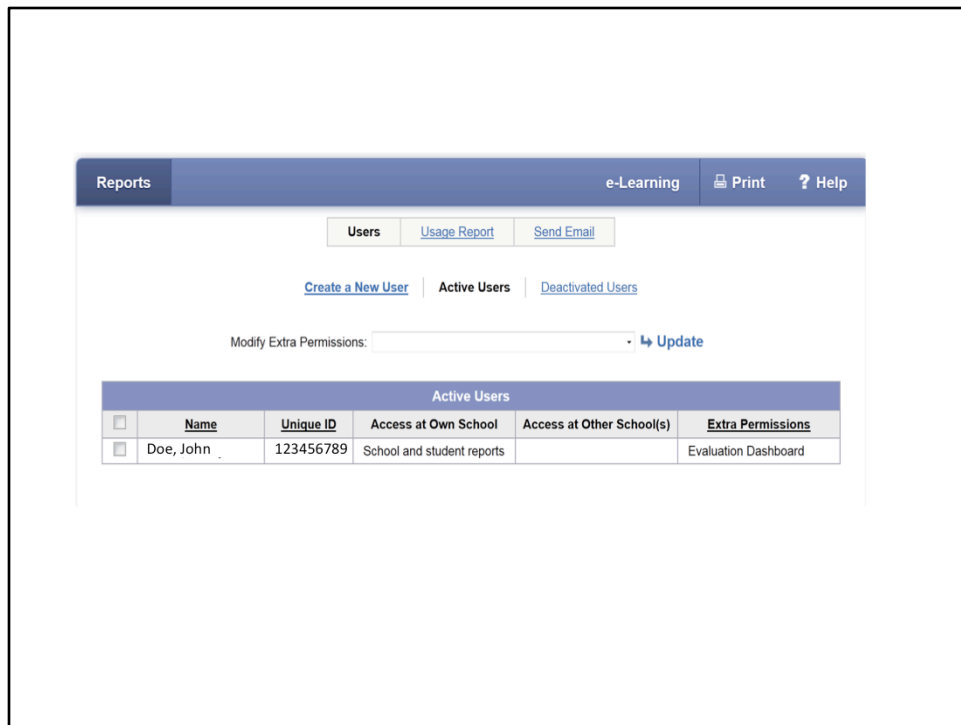
The school administrator completes the required fields for the new school administrator. Please remember that:

- Giving a user access to the Evaluation Dashboard Teacher List will allow him or her to see the evaluation dashboards (ratings on Standards 1 – 6 of the NC Teacher Evaluation System) for **EVERY** teacher in the school.
- Giving a user access to Individual teacher value added will allow him or her to see his or her own value-added data.
- Giving a user access to the School Teacher Summary will allow him or her to see the value-added data for **EVERY** teacher in the school who has such data.

The school administrator should select “No teacher reports” if the new school user:

- Is a new teacher.
- Did not teach a subject or grade that has a value-added report last year.
- Did not receive a value-added report in the previous school year.
- Received a value-added report from a different district last year.

**Important Tip:** When creating accounts, it is very important to use a person's full name and no shortened names or nicknames. For example, when creating an account for Edward Smith, please enter his full first name and not just Ed in the First Name field.



Effective with the 2013–14 school year, there is a new account permission specifically for the roster verification process. A school administrator can involve select school users in the verification of rosters for the school by making them “roster verifiers.” Roster verifiers can add and remove rosters for teachers, as well as edit and submit rosters. To make a school user a “roster verifier,” first enter the default view for a school administrator.



TIFFANY TERRY

School User Account Summary

Account Options

Modify access

- Change Email
- Reset password
- Change Assigned Custom Student Reports
- Deactivate account

**Name:** TIFFANY TERRY

**Email:**

**Username:** TIFFANY.TERRY

**Unique ID:** 999999

**Last Login:** Mon, May 6, 3:52 PM

**Access:** Evaluation Dashboard

School and student reports for David van Dantzig Elementary School

**Assigned Custom Student Reports:**

No custom reports are assigned

Close

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From the “Users” tab, the school administrator can click on the name of a school user who should be a “roster verifier ” and change his or her account permissions.

**John Doe** [X]

*Modify Extra Permissions*

Unique ID: 7683154946

No Roster Verification: ☐

Individual Roster Verification: ☐

**Roster Verifier:** ☒ **CAUTION: This grants the user access to view, edit, and verify rosters for ALL teachers**

No teacher reports: ☐

Individual Teacher Value Added: ☐

School Teacher Summary: ☐ **CAUTION: This grants the user access to Teacher Reports of ALL (other) teachers**

Previous Cancel Next

To make the school user a “roster verifier,” click radial button next to “Roster Verifier.”

**John Doe** X

Confirm Access Changes

Name:  
Email:  
Unique ID:  
Access: Evaluation Dashboard, Roster Verifier  
School and student reports for

Send email to user: ☒ the email will contain the user's account information

Previous Cancel Submit Changes

The school administrator will now see “roster verifier” in the list of access for the school user.